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UNITED STATES OF AMERICA.

MANUAL

OF THE

BOARD OF EDUCATION

OF THE

CITY OF PATERSON,

NEW JERSEY.

PATERSON, N. J.:
PRINTED BY CHISWELL & CURTS, "PRESS" OFFICE,
SOUTHWEST CORNER OF BROADWAY AND MAIN STREET.
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BOARD OF EDUCATION FOR 1868-9.

PRESIDENT—HENRY L. BUTLER.

SECRETARY AND SUPERINTENDENT—WILLIAM SWINBURNE.

WARDS.	NAMES OF MEMBERS.	RESIDENCES.	PLACES OF BUSINESS.	TERMS EXPIRE.
1	ALFRED DILLISTIN,	37 Arch St.	55 North Main St.	1870
	HEBER WELLS.	89 North Main St.	90 Water St.	1869
2	RICHARD VAN HOUTEN,	Totowa Avenue.	Totowa Avenue.	1870
	WILLIAM NELSON.	Hamburg Avenue.	Press Office.	1869
3	JOHN C. PAULISON,	Broadway Hill.	30 Market St.	1870
	HENRY L. BUTLER.	97 Fair St.	New York City.	1869
4	JAMES M. BALDWIN,	18 Church St.	"	1870
	CHARLES KEELER.	136 East Van Houten St.	124 Main St.	1869
5	WILLIAM COLE,	86 Ward St.	Danforth L. & M. Works	1870
	CHARLES INGLIS.	Cor. Main and Ward Sts.	Cor. Main and Ward Sts.	1869
6	HENRY SHERMAN,	52 Prospect St.	Rogers L. & M. Works.	1870
	ALEXANDER RAE.	11 Mill St.	"	1869
7	JACOB QUACKENBUSH,	180 Marshall St.	245 Mill St.	1870
	ELIAS A. VREELAND.	16 Elm St.	Rogers L. & M. Works.	1869
8	GEORGE H. GLASS,	46 Slater St.		1870
	MICHAEL CONNELL.	92 Mill St.	92 Mill St.	1869

STANDING COMMITTEES FOR 1868-9.

TEACHERS.—Inglis, Baldwin, Butler, Nelson, Glass.

VISITATION.—Rae, Paulison, Wells, Butler, Connell.

BOOKS AND STATIONERY.—Butler, Van Houten, Quackenbush.

FINANCE AND AUDITING.—Wells, Inglis, Keeler.

FUEL AND JANITORS.—Dillistin, Cole, Vreeland.

ERECTION, REPAIRS AND FURNITURE.—Cole, Keeler, Vreeland, Sherman, Dillistin.

EVENING SCHOOLS.—Paulison, Quackenbush, Rae.

NORMAL SCHOOL.—Nelson, Baldwin, Glass.

CONFERENCE COMMITTEE OF THE MAYOR AND ALDERMEN. Aldermen Murray, McKiernan, McNiel, Osborn and Gurnee.

BY-LAWS

OF THE

BOARD OF EDUCATION.

ARTICLE I.—MEETINGS.

1. Annual Meeting.—The annual meeting of the Board of Education shall be held at 9 o'clock, A. M., on the third Monday in April in each year.

2. Organization.—At the appointed hour, the Secretary of the Board shall call the roll of members and members-elect, and those not already qualified shall then take the obligation required of them. The Board shall then elect one of their number to be President, and shall also elect a Secretary, who shall also be Superintendent of Public Schools. The Secretary already in office shall preside until the President is elected. The election of officers shall be by ballot, unless otherwise agreed to by unanimous consent.

3. Regular Meetings.—The regular meetings of the Board shall be held on the last Thursday of each month.

4. Special Meetings.—Special meetings shall be held by adjournment, on the call of the President, or on the written requisition of three members, left with the Secretary, but calls for special meetings shall state as near as may be the objects for which they have been summoned.

5. Hour and Place of Meeting.—The meetings of the Board shall be held in the Sixth Ward school building, and at 8 o'clock, P. M., unless otherwise ordered.

6. Quorum.—A majority of all the members shall be required to constitute a quorum; and when a majority is not

present within five minutes after the time appointed for a meeting, those present may, after the roll is called and absentees noted, declare the meeting adjourned.

ARTICLE II.—OFFICERS.

7. PRESIDENT.—The President shall perform the duties usually pertaining to his office. He shall be authorized to call special meetings of the Board; and it shall be his duty to bring before the Board, from time to time, whatever business may require attention.

8. SECRETARY AND SUPERINTENDENT.—I. The Secretary shall have the custody of all Books, Records and Papers of the Board; shall keep the same in the office of the Board, and open to inspection at all suitable times.

II. He shall also have charge of the school property in the depository of the Board, such as school-books, maps, globes, stationery, &c.; which shall only be taken therefrom under clearly defined regulations, that may be established from time to time.

III. He shall notify each member of the Board of any special or adjourned meeting, at least twenty-four hours previous to the time appointed for the same, if practicable, by delivering to him or leaving at his residence or place of business, a written or printed notice thereof.

IV. He shall attend all meetings of the Board, keep accurate minutes of the proceedings and have them published in two daily newspapers of this city, and notify the Chairman of each special Committee of his appointment, stating the duties assigned and the names of the members associated with him.

V. He shall keep a full and accurate account of all the financial operations of the Board; shall deliver all drafts drawn by the Board to the persons entitled thereto, take receipts therefor, keep a correct account of said drafts, stating in whose favor they were drawn and for what purpose, and render to the Board, annually, a report of the same in proper form for transmission to the Mayor and Aldermen.

VI. He shall keep a constant supervision over the Public Schools, and present to the Board at the regular meeting in March, a detailed exhibit of their condition, their number, grades, the number and names of teachers employed in each school, their salaries, the average attendance of scholars, and such other information as may be practicable, or required of him, together with whatever suggestions may seem to him important.

VII. On or before the Friday previous to the third Monday in April, he shall procure from the City Clerk a certified statement of the persons chosen as School Commissioners, and notify the same of their election and the time and place of the annual meeting of the new Board.

VIII. He shall be the Secretary of all standing Committees, and perform such other duties as are required by law or by the Board of Education.

IX. He shall hold his office until his successor has been appointed, to whom he shall transfer the school property in his custody.

9. Temporary Officers.—In the absence of the President, at the time appointed for a meeting, the Secretary shall call the Board to order, when a President *pro tem.* shall be appointed for the session or until the arrival of the President. In like manner, when the Secretary is absent, a Secretary *pro tem.* shall be appointed.

ARTICLE III.—COMMITTEES.

10. At the annual meeting of the Board, unless otherwise ordered, the President shall appoint the following Committees, subject to the approval of the Board, viz:

1. On Teachers.
2. " Visitation.
3. " Books and Stationery.
4. " Finance and Auditing.
5. " Fuel and Janitors.
6. " Erection, Repairs and Furniture.
7. " Evening Schools.
8. " Normal School.

Each of these Committees shall consist of three members, except the Committees on Teachers, Visitation, Erection, Repairs and Furniture, which shall consist of five members; and of the three first-named, the President shall be a member *ex-officio*.

11. The Committee on Teachers shall attend the examination of teachers (by the Board of Examiners,) and report in writing at the first meeting of the Board of Education thereafter, the result of such examination and their opinion in regard to the fitness and qualifications of the candidates; ascertain and report the number of teachers required in each school; investigate all complaints against, and advise with teachers; dismiss any teacher for a flagrant violation of any rule, and, with the advice of the Superintendent, fill temporarily any vacancy that may occur, and report their action to the Board at the next meeting.

12. The Committee on Visitation, with the Superintendent, shall visit the schools during the first month in each term, and at such other times as the Superintendent may request; ascertain whether the regulations adopted for the government of the schools are complied with; report all violations of rules, and reprove pupils when necessary; and suggest to the Board such alterations in the mode of government as they may deem advisable.

13. The Committee on Books and Stationery, with the assistance and advice of the Superintendent, shall examine, from time to time, into the condition of the books in each school, and recommend such school books, maps, globes, and other apparatus, as they may deem best adapted to the wants of the schools. Under the direction of the Board, they shall contract for such supplies of books, maps, stationery, globes, and other apparatus, and provide for their delivery by the contractors to the Secretary of the Board. They shall have charge of the printing of all reports, documents, blanks, &c., that may be ordered by the Board, or may be required in conducting the schools.

14. The Committee on Finance shall examine and audit all accounts and report thereon to the Board at each meeting; they shall examine the Financial Books of the Secretary, and report at the close of each quarter, the amount of moneys expended, the amount of indebtedness, and the amount standing to the credit of the Board in the hands of the City Treasurer. They shall keep a book showing the date, nature and amount of all bills passed by the Board.

15. The Committee on Fuel and Janitors shall superintend all arrangements for cleaning, heating and ventilating the several schools; they shall guard against danger from fires, and attend to such other matters as properly pertain to their appointment, including the furnishing, under the sanction of the Board, of the necessary fuel. They shall see that the duties of the different janitors are properly performed; discharge a janitor for sufficient cause, fill the vacancy temporarily, and report to the Board at the next ensuing meeting.

16. The Committee on Erection, Repairs and Furniture shall be charged with the duty of preparing and submitting to the Board all necessary plans and specifications for the erection and repairing of school houses, and, under the direction of the Board, shall cause contracts to be executed for the performance of the work. They shall visit and examine all the school houses before the regular meeting in July in each year, with a view to ascertaining and reporting to the Board the condition and wants of each; and shall also, whenever required through the Chairman, by the Superintendent, or by any Commissioner, promptly visit and examine the school or schools that may be designated, and report thereon to the Board. They shall also, under the direction of the Board, contract for supplies of tables, desks, and other necessary furniture.

17. The Committees on Normal and Evening Schools shall be charged with the supervision of the peculiar interests of such schools, and shall also carry out such directions respecting them as they may receive from the Board. They shall from time to time recommend such regulations for their man-

agement as they may deem advisable; by personal inspection and examination acquaint themselves with their true condition, and report thereon to the Board.

18. Powers of Committees.—The duties of all Committees shall be discharged without the special action of the Board, when the power is expressly given, but in all other cases, no action of any Committee shall be binding, until reported to and approved by the Board.

19. Quorum of Committees.—A majority of each Committee shall constitute a quorum for the transaction of business.

20. Reports of Committees.—All reports of Committees shall be in writing, unless dispensed with by consent of the Board.

21. Collection of Bills.—The Chairman of each Committee shall collect monthly all bills for debts contracted by said Committee, and a majority of the Committee shall certify that the bills are correct before presentation to the Board.

ARTICLE IV.—MISCELLANEOUS PROVISIONS.

22. Order of Business.—The following shall be the order of business at each regular meeting of the Board, unless otherwise ordered by a two-third vote of the members present:

1. Roll-call and absentees noted.
2. Reading and approval of minutes.
3. Unfinished business.
4. Communications or reports from the Superintendent.
5. Presentation of Claims.
6. Reports of Standing Committees.
7. Reports of Special Committees.
8. Special Orders of the day.
9. Motions and Resolutions.
10. Miscellaneous Business.

23. Payment of Rents and Salaries.—The rents of school houses, and the salaries of Teachers and the Superintendent, shall be paid quarterly, at the last of July, October, January and April; and the salaries of janitors at the last of each

month, all, without the special order of the Board, the same having been approved by the proper Committees and audited by the Committee on Finance.

24. Contraction of Unauthorized Debts.—No debt contracted, either by an individual or a Committee, unauthorized by the Board, shall be assumed by the Board, unless by a two-third vote; provided, that in cases of absolute necessity, any standing Committee may contract a debt not to exceed the sum of twenty-five dollars.

25. Filling Vacancies.—Nominations to fill vacancies in the Board shall be made in writing, and shall lie over until the next regular meeting before action shall be had thereon.

26. Alterations of By-Laws or Regulations.—Any and all resolutions proposing an alteration in the by-laws and rules of order of the Board, or in the school regulations, shall lie over from the meeting at which they were offered until the next regular meeting, unless otherwise ordered by a three-fourth vote of the members present.

ARTICLE V.—RULES OF ORDER.

27. Every member, previous to speaking, shall rise and address the President.

28. When two or more members claim the floor at the same time, the President shall decide who is entitled to the same.

29. Any appeal from a ruling of the President, shall be decided without debate.

30. No member shall speak longer than ten minutes, nor more than twice on the same question without leave of the Board, nor more than once till every member desiring to speak shall have been heard.

31. Every member present when a question is put, shall vote for or against the same, unless excused by the Board.

32. No member shall withdraw from a meeting of the Board without permission of the President or of the Board.

33. Motions to adjourn, to refer, to lay on the table, for the previous question, to postpone, and to amend, are always

in order, having precedence in the order named, and shall be put without debate. A vote of the Board ordering the previous question, shall preclude further debate, but shall not cut off pending amendments.

34. The previous question shall only be ordered, when demanded by one-third of the members present.

35. All resolutions shall be in writing, and signed by the mover.

36. The yeas and nays shall be called on any resolution before the Board, at the request of any member, and shall be duly recorded in the minutes.

37. No motion to reconsider a vote shall be in order after the next regular meeting subsequent to which the vote was taken.

Adopted, May 8, 1868.

SCHOOL REGULATIONS.

SCHOOL REGULATIONS.

I. SCHOOLS AND DISTRICTS.

I. THE VARIOUS SCHOOLS.

1. The Public Schools of the City of Paterson shall consist of Primary, Grammar and High, a Colored School, a Normal School, and Evening Schools.

II. SCHOOL DISTRICTS.

2. The City shall be divided into school districts as follows:

Primary and Grammar Districts.—No. 1. The Third and Fourth Wards, except those portions lying East of the Railroad; also that portion of the Fifth Ward lying West of the Railroad, North of Ward Street, and East of Main.

No. 2. The Sixth Ward.

No. 3. The Seventh and Eighth Wards, together with all that portion of the Fifth Ward lying West of the Railroad, South of Ward Street and West of Main.

No. 4. The First Ward, and all that portion of the Second Ward lying East of Hamburg Avenue and South of the new Oldham road, together with both sides of said Avenue South of that road.

No. 5. All the rest of the Second Ward.

No. 6. All that portion of the Third and Fourth Wards lying East of the Railroad.

High School District.—The entire City.

Normal School District.—The entire City.

Colored School District.—The entire City.

Evening School District.—The entire City.

3. *Schools to be attended by Pupils in the District.*—The schools shall be open only for the admission of pupils residing in the district in which they are located, and no pupil

shall be admitted to any other school without a written permit from the Superintendent or the Committee on Visitation.

III. SCHOOL CALENDAR AND SESSIONS.

4. *School Year.*— The school year shall commence on the first day of September, and be divided into three terms, terminating respectively at the last of December, March and July.

5. *Regular Sessions and Holidays.*—The regular sessions of all the schools, except the Normal and Evening, shall be held on Monday, Tuesday, Wednesday, Thursday and Friday of each week, except the fourth day of July and the day following when the former occurs on Thursday, the period from the last Friday in July to the second Monday in September, Thanksgiving Day and the day following, the period from the twenty-fifth day of December to the first of January inclusive, and the second day of January when that day falls on Friday.

6. *Hours of Sessions.*—The morning session shall open at 9 o'clock, and close at 12, M. From the first of April till the first of November, the afternoon session shall open at 2 o'clock and close at 4; and for the remainder of the year it shall open at 1:30 and close at 3:30.

7. *The bells* shall be rung at 15 and again at 5 minutes before the commencement of each session.

8. *Recess.*—The Schools shall have one recess daily, from 10:30 to 10:50 o'clock, A. M.

IV. NORMAL SCHOOL.

9. *Sessions of the School, how held.*—The sessions of the Normal School shall be held weekly, except during the Summer vacation, under the direction and supervision of the Committee on Normal School, who shall prescribe a certain course of studies to be pursued therein.

10. *Teachers to Attend.*—All teachers employed by the Board of Education, below Principals of Grammar Schools, shall be required to attend the sessions of the Normal School and take such part in its exercises as may be required by the Principal or the City Superintendent, until they have been

regularly graduated therefrom; *provided*, that teachers who have been five years in the Board's employ, or who can pass a satisfactory examination in the studies prescribed for graduation, may be exempted from attendance by the Superintendent, with the concurrence of the Committees on Teachers and Normal School.

11. *Other Pupils.*—A limited number of persons not teaching in the public schools, but who desire to qualify themselves therefor, may be admitted to the Normal School on application to the Superintendent.

V. COURSE OF STUDIES.

12. The course of studies in the different Departments shall be as follows:

PRIMARY DEPARTMENT.

D. Class.—Letters, School Chart, Tables.

C. Class.—Primer, 1st Reader, Tables, Writing, Letters and Figures on Slates, Spelling.

B. Class.—1st and 2d Readers, Primary Arithmetic, Writing as before, Spelling, Mental Arithmetic orally.

A. Class.—2d and 3d Readers, Primary Arithmetic, 1st Book Arithmetic to short division, Writing as before, Spelling, Mental Arithmetic orally.

Object Lessons, Manners and Morals through the course.

GRAMMAR DEPARTMENT.

C. Class.—3d Reader, 1st Book Arithmetic through U. S. Money, Penmanship, Geography No. 2, Spelling, Grammar orally, Drawing on Slates, Mental Arithmetic.

B. Class.—3d Reader, History, 1st Book Arithmetic through Compound No.'s, Geography No. 3, Penmanship, Drawing on Slates, Grammar orally, Spelling, Mental Arithmetic.

A. Class.—4th or 5th Readers, History, Grammar (with text-book), Geography No.'s 3 and 4, 1st and 2d Books Arithmetic, Penmanship, Spelling, Drawing Maps.

HIGH SCHOOL.

Spelling, Reading, History, Grammar, Penmanship, Book-

keeping, Natural Philosophy, Physiology, Algebra, Geometry, Mechanics, Map and Mechanical Drawing.

COLORED AND EVENING SCHOOLS.

Such of the branches of the foregoing course as the wants of the pupils may demand.

NORMAL SCHOOL.

The studies of the High School, together with the philosophy of education, the theory of teaching and the study of systems and methods of instruction.

VI. GENERAL MANAGEMENT.

13. *Male Principal in each School Building.*—There shall be a male Principal in each school building, who shall have control of all the schools therein. Vice Principals may be appointed to have charge, under the Principal's supervision, of the several schools in such building.

14. *Opening Exercises.*—The Principal of each school, at the opening of the morning session, shall read or cause to be read, a portion of the Holy Scriptures, without note or comment. Singing, and the recitation of the Lord's Prayer, may be allowed also.

15. *Closing School.*—The Principals, at the appointed time for closing school, both morning and afternoon and for the recesses, shall have a bell rung, when all exercises in the different classes shall be immediately closed and the children promptly excused.

16. *Order in the Halls and Grounds.*—The Principals shall detach from the different rooms a sufficient number of teachers, who shall be in the halls, passage-ways, and play-grounds while the pupils enter into and depart from school, and while in the play-grounds during recesses, and there prohibit every species of rude, immoral, and disorderly conduct. The direction of the Principals shall be rigidly followed by their assistants in matters relating to classification and discipline.

17. *Visiting Agents.*—No agent or publisher, or other person interested in the sale of any school book, apparatus, or

furniture of any kind, shall occupy the time of the teachers or pupils, during school hours, without the consent of the Committee on Visitation.

18. *Reports of Principals.*—Each Principal shall make a full report (in the forms prescribed) to the Superintendent at the close of each term, and an annual report at the close of each year; and no Principal shall be entitled to compensation in full for services, until these reports are deposited with the Superintendent.

II. SUPERINTENDENT.

19. The Educational Department of the Public Schools shall be under the direction and supervision of the Superintendent. It shall be his duty to cause the rules and regulations adopted by the Board of Education to be properly observed, especially those relating to teachers and pupils.

20. He shall, from time to time, confer with the Committee on Teachers, report to them any violation of the regulations by the teachers; report to them the number of teachers required in each school, and with the consent and advice of said Committee, fill temporarily any vacancy that may occur, or make such changes in the position of teachers as the immediate wants of any school may require.

21. He shall confer with the Committee on Books and Stationery, and, in connection with them, examine into and ascertain the condition of the books and stationery in the several schools, at least once in each quarter; and, from time to time, report to them the quantity required.

22. He shall have regular office hours, other than school hours, at the rooms of the Board of Education. He shall give vigilant attention to the organization, government and instruction of the schools, and in the use of all practicable means seek to promote their welfare and usefulness.

23. He shall visit all the schools as often as practicable; as often as once in each month carefully inspect each school and note the progress of the pupils in their studies, see that the school-houses, their appurtenances and grounds are kept

in good order; pay particular attention to the classification of the pupils, the character of the instruction given, and the modes of discipline adopted; and as often as requisite, he shall report to the Board the condition and progress of the several schools.

24. He shall call a meeting of the teachers during the first week of each term, and at other times if necessary, for the mutual interchange of views relative to the instruction and discipline of the schools. He shall furnish the teachers with blanks for all the reports required, and give such instruction in regard to the mode of keeping and preparing the same, as will secure uniformity.

25. He shall render, at all times, such assistance to the several Committees as they may require. He shall see that the regulations in regard to temperature and ventilation are faithfully observed by the several teachers.

26. He shall give prompt attention to every instance of the misconduct of a pupil duly reported to him by any Principal; and, if after consultation with the teacher and examination of the case, it shall appear that the pupil is unwilling to obey the regulations of the school, he may suspend him, and shall report such suspension to the Committee on Visitation, by whose advice the pupil may be expelled.

27. He shall prepare and submit to the Board, at the close of each term, an abstract from the reports of the teachers; at the close of each year he shall prepare and submit a similar abstract for the year, and he shall prepare an annual report for publication.

III. TEACHERS.

1. QUALIFICATIONS, MODE OF SELECTION, ETC.

28. Persons employed as teachers must be at least sixteen years of age, and are expected to possess energy and ability, and a willingness to use that energy and ability for the interest of the pupils under their charge; in other words, they must be thoroughly and unreservedly teachers, and all persons receiving an appointment from the Board as teachers,

should understand distinctly that when they receive that appointment, their time, their energy and their talent belong to the schools, and they will be expected to perform every duty devolving upon them as teachers, faithfully and honestly, and in no event will they be excused, except for some good cause shown.

29. *Examinations.*—Candidates for positions as teachers shall be examined by the Board of Examiners; the Committee on Teachers may also subject them to a further examination, at their discretion, before they are permitted to teach in any school, and the results of such examinations may be published at the discretion of that committee or of the Superintendent.

30. *Grades of Certificates.*—There may be established three grades of certificates—First, Second and Third; the Third shall be given to persons qualified to teach in the Primary Schools, the Second to those qualified to teach in the Grammar Schools, and the First to those qualified to teach in any of the Public Schools of the city. In addition to the foregoing another may be granted to persons selected primarily for their fitness, from mature age or experience, for governing, and such certificate shall be given to persons intellectually qualified for teaching in the Primary Department, and in the B and C classes in the Grammar Department of the Public Schools.

31. *Who shall be Preferred.*—In the selection and promotion of teachers the preference shall always be given (other things being equal) to persons who have been educated in the schools of this Board and particularly to the graduates or attendants of the Normal School.

32. *Contracts, how Annulled.*—The Board of Education reserve the right to dismiss any teacher in their employ after one month's notice, and in case of the flagrant violation of any of the rules governing teachers, without previous notice. Any teacher may withdraw from the service of the Board, after giving one month's notice of such intention.

II. REQUIREMENTS AT SCHOOL.

33. *Attention to Business.*—The teachers shall devote themselves exclusively during school hours to the legitimate business of the school.

34. *Shall be Punctual.*—They shall be in their respective school rooms at least ten minutes before the time for opening the school, both morning and afternoon. Those not present thus early shall mark themselves tardy.

35. *School Records.*—The Principal and Assistants of each school shall keep such records as will show the attendance, scholarship, and deportment of the pupils, embracing the date of each admission and discharge; the age, nativity and residence of each pupil; name of parent or guardian; whole number of different scholars enrolled, average number belonging, average daily attendance, and number of tardinesses. The teachers shall also preserve a permanent record of the time when they enter and leave school, and the amount of time lost during school hours.

36. *Record Books sent to the Office of Board.*—At the close of each July, all the class-books, general records, registers, and records of visitors, shall be sent by the Principals to the office of the Board of Education for inspection; and those which are needed again at the Schools shall be returned to the Principal at the opening of the fall term in September. All the class-books and other record books when filled up, are to be returned to the office of the Board of Education.

37. *Blanks for Schools.*—All school registers, class-books, monthly reports of pupils, and blanks for monthly returns, shall be after uniform patterns, to be determined by the Superintendent of Public Schools, to whom all teachers shall apply whenever such books or forms are needed.

38. *Registers and Class-Books, how kept.*—Teachers shall keep their registers and class-books neatly and accurately, and in accordance with the prescribed forms. All work upon class-books, except the making of the daily record, must be done out of school hours.

39. *Examination of Class-Books.*—The Principals of the Schools shall examine all the class-books of the other teachers as often as once a month, and give such directions and assistance as may be necessary to secure accuracy and uniformity.

40. *Absences to be Reported.*—The records showing the time each teacher enters or leaves school, the time lost during school hours by absence, from sickness or other cause, and whether excused or not, shall be sent by the Principals the week before the last of each quarter, to the office of the Superintendent, that the proper deductions may be made from the salaries of the teachers, corresponding to the time lost, except when excused by the Committee on Teachers or the Superintendent.

41. *Substitutes.*—Any teacher who may be detained from school by any unavoidable circumstance, shall immediately inform the Superintendent and, if possible, name a substitute, but no substitute shall be employed without the consent of the Superintendent or Committee on Teachers.

III. CARE OF PUPILS.

42. *Character of Discipline.*—They shall maintain good order and discipline, such as would be exercised by a kind and judicious parent, and shall avoid corporal punishment in all cases, except where good order can not be otherwise secured.

43. *Essentials to be urged.*—The teachers will carefully impress upon the pupils the importance of punctuality, regularity and cleanliness. No pupil shall be received into any class unless personally clean. The time occupied after the opening of the school by any pupil, for the purpose of cleanliness, shall be considered as tardiness.

44. *General Supervision.*—They shall exercise a general supervision over the conduct of their pupils, not only while in school, but during their recesses, while in the play-grounds, and while coming to and going from school. They shall exert their influence to prevent all quarrelling and disagreement,

all rude and noisy behavior in the streets, all vulgar and profane language, all improper games, and all disrespect to citizens and strangers.

45. *Corporal Punishment.*—Corporal punishment may be inflicted for wilful neglect, persistent or glaring violation of the rules, or insubordination, but only by a Principal, who shall keep a record of and report the same to the Board at the close of each term. Corporal punishment shall be applied with a strap on the open hand. When any pupil persists in disobeying the rules of the school, the Principal shall report the case to the Superintendent and notify the parent or guardian.

46. *Pupils to be informed of the Regulations.*—They shall read to their pupils, at least once in each term, so much of the regulations adopted by the Board as will give them a just understanding of the rules by which they are to be governed.

47. *Parents to be informed of Pupil's Absence and Delinquency.*—When any pupil shall have been absent to the amount of two school days (including tardiness), within the period of three months, without an excuse from the parent or guardian, the teacher shall inform the parent or guardian of the same and of the character of section 61. The teachers in the Primary Schools, subject to the direction of the Superintendent, shall have discretionary power in regard to the rules relating to absence and tardiness of pupils.

48. In all instances where pupils are habitually delinquent, either in their lessons, deportment or attendance, the teachers shall notify the parents or guardians of the same.

IV. OTHER DUTIES AND PRIVILEGES.

49. *Care of School Property.*—They shall take daily care that the school houses, furniture and other property belonging to the school premises, together with the books, stationery and apparatus, furnished by the Board of Education, be not unnecessarily defaced or injured.

50. *Ventilation, etc.*—They shall give vigilant attention to the ventilation and temperature of their respective school-

rooms, taking pains to secure such continued changes of air at recesses and at the close of the morning and afternoon sessions of school, as will prevent it from becoming impure. They shall so regulate the temperature of their rooms as to avoid extremes of heat and cold. Sixty-five degrees Fahrenheit shall be regarded as the standard for temperature.

51. *Order of Exercises.*—They shall each keep, in some conspicuous place in their respective school-rooms, a card showing the order of exercises for each day in the week.

52. *May visit other Schools.*—They shall be allowed one day in each term to visit other schools of the same department, for the purpose of observing different modes of instruction and discipline, but at no other time shall a teacher be absent during school hours, except in case of sickness or some pressing emergency. Teachers enjoying the privilege of visiting other schools shall make a written report, if required, to the Superintendent, naming the school or schools visited and giving the character of the exercises witnessed, with such additional suggestions as they may deem proper.

53. *Teachers' Meetings.*—Once in each month, preferably on a Friday, the Principals may dismiss their schools for an afternoon, in order that a teachers' meeting may be held to discuss modes of government and instruction of pupils. A record of the attendance at such meetings shall be kept by the Superintendent, and all teachers not present shall be marked as if absent from their respective schools.

IV. PUPILS.

1. WHAT IS REQUIRED OF PUPILS.

54. *Regularity, Diligence, Propriety and Neatness.*—Every pupil is expected to attend school punctually and regularly; to conform to the regulations of the school, and to obey promptly all the directions of the teacher; to observe good order and propriety of deportment; to be diligent in study, respectful to teachers, and kind and obliging to schoolmates; to refrain entirely from profane and vulgar language, and to be clean and neat in person and clothing.

55. *Punctuality.*—Pupils are required to be in their respective seats at the time appointed for opening school; and in all cases of absence or tardiness, to bring on their return to school, a written excuse from their parents or guardians, assigning good and sufficient reasons for such absence or tardiness.

56. *Seats to be kept neat.*—Every pupil must keep in a neat and orderly condition the particular seat or desk assigned to him or her.

57. *Must give notice of leaving School.*—Pupils wishing to leave school at any time must notify the Principal. Those who expect to be necessarily detained from school for a week or more, must notify the teacher of the contemplated absence.

58. *Learning Lessons out of School.*—The pupils in the High and Grammar Schools shall not be required to learn more than two lessons each day out of school. The pupils in the Primary Schools shall not be required to learn *any* lessons out of school.

59. *Preservation of Books.*—The pupils shall keep carefully and neatly in their seats or desks, or in other depositories designated by their teachers, all the school books, except such as are necessary to learn the lessons at home alluded to in the next-preceding section. In no case shall the large geographies or the slates be taken from the school buildings by pupils.

60. *Vaccination.*—Previous successful vaccination, or other protection against small-pox, may, at the discretion of the Superintendent, be made an essential condition of admission to any of the Public Schools.

II. IRREGULARITIES OF ATTENDANCE.

61. *Absences.*—Any pupil who shall have been absent from school to the amount of three school days within the period of any one month, not certified to the teacher by the parent or guardian either in person or by note as necessary and unavoidable, shall be reported to the Superintendent and Committee on Visitation, and unless excused by them, shall not

be entitled to a seat in any of the public schools; and three cases of tardiness shall be considered equivalent to one day's absence, and treated as such. Sickness of the pupil, absence from the city, severe indisposition in the family, or some pressing emergency, shall be considered as the only legitimate excuses for absence.

62. *Absence from Examinations*.—Any pupil who shall absent himself from any regular examination of the school which he attends, without permission of the Principal, shall be reported to the Superintendent and Committee on Visitation.

63. *Absence from Recitations*.—Absence from recitations shall be regarded as failures to recite, and be so recorded.

64. *Tardiness*.—No pupil shall enter school later than fifteen minutes after the hour of commencement, without a written excuse from the parent or guardian, excepting pupils in the Evening Schools, who may be admitted until half an hour after.

III. REWARDS AND PUNISHMENTS.

65. *Certificates of Merit*.—At the end of December and July, Certificates of Distinguished Merit may, at the discretion of the Committee on Teachers or the Superintendent, be awarded to those pupils who have not been voluntarily tardy, nor absent more than six days for any cause during the preceding half year, and that on account of personal sickness, or sickness or death in the family of which the pupil is a member, and whose record shall show an average of 95 per cent. for the same time.

66. *Distinguished and Meritorious Pupils*.—At the close of each school term, the names of all pupils in the High and Grammar Schools whose average record in Attendance, Scholarship and Deportment shall be in each 95 per cent. and over, shall be published in two daily newspapers of this city as "DISTINGUISHED" pupils; and those who shall have an average between 90 and 95 per cent. shall be published in the same papers as "MERITORIOUS" pupils. The names of pupils

in the Primary Schools who shall attain an average of 90 per cent. as above, shall be publicly announced before the school by the respective Commissioners or the teachers at the close of each term.

67. *Excuses for Absence or Tardiness.*—In estimating attendance for the purposes named in the two next-preceding sections, no absence or tardiness will be excused for any cause, except sickness; *provided, however*, that in cases of very inclement weather, absences on that account may be excused with the consent of the President of the Board and the Superintendent.

68. *Reports to Parents.*—Reports of the scholarship, deportment and attendance of the pupils may be prepared by the teachers and forwarded to the parents or guardians of the scholars, weekly, fortnightly or monthly, as the Committee on Teachers and the Superintendent may determine, such reports to be signed by the parent or guardian and returned to the teacher.

69. *Certificates of Graduation.*—Any pupil who shall complete the course of study in the High School and pass a satisfactory examination, shall be awarded a certificate of graduation signed by the Principal of the school, the President of the Board of Education, and the Superintendent.

70. *Promotions.*—Pupils shall be promoted from grade to grade, and from a lower to a higher department, only after critical examinations by the Superintendent. For uniformity's sake, promotions shall not be made oftener than once a month, and preferably only at the beginning of a term.

71. *Degrading of Pupils.*—Pupils who shall have fallen behind their classes by absence or irregular attendance, by indolence or inattention, may, at the discretion of the teacher and Superintendent, be placed in a class of lower grade.

72. *Defacement of School Property.*—Any pupil who shall, anywhere on or around the school premises, use or write any profane or unchaste language, or shall draw any obscene pictures or representations, or cut, or mark, or otherwise inten-

tionally deface any school furniture or buildings, inside or out, or any property belonging to the school premises, shall be punished in proportion to the extent and nature of the offence, and be held answerable to the civil law.

73. *Injury to or loss of School Property.*—Pupils shall pay all wilful and needless damage done to books, slates, furniture, buildings, or fences; and pay for and replace all books or stationery belonging to the Board of Education, that they may lose.

74. *Forfeiture of Seat.*—Pupils absent from school more than a week, without notifying the teacher of their intention to return, shall lose all claim to their respective seats or desks.

75. *Detention after School.*—Pupils may be detained after the close of the afternoon session not to exceed one hour, for failure in recitations. They may also be detained for twice the time lost by tardiness. When thus detained they shall be subject to the same regulations as in school hours.

IV. GENERAL PROVISIONS.

76. *Going from one School to Another.*—No pupil shall leave one school and enter another without the consent of the Superintendent and Committee on Visitation.

77. *Supplies for Pupils.*—Each pupil shall be supplied with one slate and one copy of each text-book approved by the Board for the particular grade the pupil may be in; two slate-pencils, a pen, and two copy-books in each term.

78. *Examinations.*—The pupils shall be examined once in each term under the supervision of the Superintendent, the examinations to be conducted in writing as far as practicable. Examinations for the admission of pupils to the High School shall be held at the close of each term, and immediately thereafter the results—showing the number of pupils from each Grammar School admitted and rejected and the general average of the candidates from each, together with the names of the pupils admitted, their ages and respective averages, and the averages of those rejected, shall be pub-

lished, under the direction of the Superintendent, in two daily papers of this city.

79. *No Contributions to be Required.*—No pupil shall be required or solicited to subscribe to any prize or gift to any person in any school.

80. *Presence about the School Premises.*—The pupils shall be discouraged from coming to school too early, and shall be required to leave the school premises immediately after the close of the day's exercises, unless when detained for discipline.

81. *Unclean or Infected Pupils.*—A pupil who is not personally clean, or who comes from a family afflicted with any contagious disease, shall not be allowed to remain in the school rooms.

V. JANITORS.

I. CARE OF SCHOOL PROPERTY.

82. *Responsible for Property in their Care.*—The janitors shall have charge of the school buildings and property in and pertaining thereto, and shall be held responsible in damages, if any part thereof is destroyed or lost through their neglect.

83. *Prepare Schools for the Sessions.*—They shall have the entire buildings swept and dusted daily, and oftener if necessary, warmed (when required) and opened for the reception of pupils, fifteen minutes previous to the time for opening school.

84. *Monthly Cleanings.*—They shall scrub and wash the floors, wood-work, &c., of the entire buildings as often as once a month and oftener if necessary.

85. *Whitewashing.*—They shall whitewash and thoroughly purify the entire buildings, out-houses, areas, and fences, as often as once a year, and oftener if necessary.

86. *Supplies and Help.*—They shall furnish, at their own expense, all brooms, mops, dusters, soap, lime, and help necessary to carry out the above provisions.

87. *Report Improprieties.*—They shall report to the Principals, Superintendent, or School Commissioners the names

of any persons guilty of defacing or destroying any of the school property, or who may be guilty of any improprieties in or about the school premises.

88. *Report Damages.*—They shall immediately notify the Superintendent or Committee on Janitors, of all damages to buildings or other property, and if possible how and by whom done.

II. DUTIES AT SCHOOL.

89. *To whom Subject.*—They shall be at the call of the teachers, Superintendent, or any School Commissioner, and shall attend promptly to all orders from them pertaining to their duties.

90. *Supply Water, etc.*—They shall keep a supply of fresh water for teachers and pupils, shall see that the areas, outhouses and play-grounds are kept clean and free from impurities, and in winter that the walks before the schools and those in the yards are free from snow.

91. *Close the Buildings.*—They shall close the buildings after the exercises of the day, lock all the outside doors and gates and permit no one to enter the premises after that time, without the order of a school officer.

92. *Attend Evening Schools.*—The janitors of those buildings wherein Evening Schools are held shall see that the rooms are cleaned, lighted and warmed (when necessary). The janitors shall attend these schools and such other meetings in the evening as the Board may order, and at the close of them put out the lights and lock the buildings.

93. *Extra Compensation.*—For services in the evening the janitors shall be allowed such extra compensation as shall be previously ordered by the Board.

III. MESSENGER OF THE BOARD.

94. *Attend Meetings of the Board.*—In addition to his other duties the janitor of the school building in which the regular meetings of the Board of Education are held shall attend all meetings of the Board and Committee meetings of

the members thereof, and see that their room is cleaned, lighted and warmed when required.

95. *Deliver Notices.*—He shall deliver all notices of special meetings of the Board, or of Committee meetings, and such other notices as may be required by any of the school officers.

96. *Charge of the Depository.*—He shall, when required by the Superintendent, keep charge of the Depository and the property therein, seeing that all is kept in good order, that the books, records, etc., are convenient of access, and that nothing is removed therefrom except by the proper authorities.

PROVISIONS OF THE CITY CHARTER

RELATIVE TO THE POWERS AND DUTIES OF THE

BOARD OF EDUCATION.

PROVISIONS OF CITY CHARTER

RELATIVE TO

BOARD OF EDUCATION.

TITLE SIXTH.—Board of Education.

36. *And be it enacted*, That the Board of Education of the City of Paterson shall consist of two School Commissioners from each Ward of the City of Paterson.

37. *And be it enacted*, That there shall be elected in each of the Wards of said City, at the charter election, yearly and every year, one School Commissioner, who shall be a resident of his Ward and entitled to vote therein, and who shall enter upon the duties of his office on the first Monday after his election, and continue therein two years and until his successor is elected in his stead; the term of office of the members of the present board shall not be changed, but each shall hold his office to the full end of his term, as said Board is now constituted; and the said School Commissioners and their successors shall be and they are hereby incorporated by the name of "The Board of Education of the City of Paterson," and shall be vested with all the powers and privileges appertaining to corporate bodies, necessary to carry into effect the provisions of this act.

38. *And be it enacted*, That the School Committeemen of the several Wards of the City of Paterson, having pursuant to law conveyed and transferred to "The Mayor and Aldermen of the City of Paterson," all their respective corporate property, both real and personal, the said "The Mayor and Aldermen of the City of Paterson," shall assume and become liable to pay all the just corporate debts and liabilities of the said School Committeemen respectively; and the said "The

Mayor and Aldermen of the City of Paterson" shall provide for the payment of said debt, and of such other debts and liabilities as may hereafter be incurred by said City for real or personal property to be used for school purposes, by issuing bonds to secure the payment thereof with interest, not exceeding seven per centum per annum, under the common seal and signed by the Mayor of said City; *provided*, that said bonds shall be redeemable at a period of time not more than twenty-five years from the issuing thereof; *and provided further*, that the whole indebtedness of said City for school purposes, whether by bond or otherwise, shall not at any time exceed the sum of fifty thousand dollars.

39. *And be it enacted*, That the Mayor and Aldermen of said City shall yearly, and every year, until the said bonds shall be wholly redeemed and paid off, order and cause to be assessed and collected by tax, at the time and in the manner that other taxes in said city are assessed and collected, a sum of money sufficient to pay the interest on said bonds as the same falls due, and to pay and discharge the principal by the time the same shall be payable; and all such moneys so to be raised, are hereby inviolably pledged to pay the interest and principal of said bonds.

40. *And be it enacted*, That the said Board of Education shall meet in said City within ten days after the charter election in each and every year, and shall appoint a Secretary from their own number, and shall elect by ballot one person to be Superintendent of Public Schools, who shall be President of said Board, and who shall be the executive officer of said Board, but shall have no vote therein, and who shall continue in office for one year and until his successor shall be elected, unless sooner removed by said Board; and the said Board of Education and the said Superintendent, subject to their direction, shall have the control, regulation and management of the Public Schools of said City; and it shall be their further duty to visit every public school in said city at least once in every quarter, to advise and consult with the teachers, and cause the results of such visits to be entered in a

book to be kept for that purpose by said Board; and the said Superintendent shall make a report in writing, and transmit the same to the State Superintendent of Public Schools, on or before the fifteenth day of December in each year, of the state and condition of the public schools in said city, the number of scholars taught therein, the length of time the schools are kept open during the year, and such other matters as may be by law required of him; and for his services he shall be entitled to receive one dollar for every day actually employed in the duties of his office, to be paid in the same manner as the other expenses of said schools shall be paid.

41. *And be it enacted*, That the Secretary of said Board shall keep a record of their proceedings, which from time to time shall be published in one or more of the newspapers of said city; and all questions involving the payment of money, or creating any liability therefor, shall be taken by yeas and nays, which shall also be recorded by the Secretary.

42. *And be it enacted*, That the said city shall be entitled to a full quota of the moneys appropriated by the trustees of the school fund to the County of Passaic, which, when received, shall be deposited with the City Treasurer to the credit of the Board of Education.

43. *And be it enacted*, That the said Mayor and Aldermen shall, on or before the first day of May, yearly and every year, in addition to the sum to be raised for the payment of the debt and interest incurred for school purposes, appropriate from the city treasury a sum of money sufficient for the purpose of organizing and maintaining the public schools of said city, which sum in the aggregate shall not exceed ten dollars, nor be less than seven dollars per scholar, on the average number reported by the Board of Education, as attending the public schools the preceding year, and after determining the sum of money to be so appropriated they shall deduct therefrom the amount received or to be received from the school fund of the State for the current year, and the balance shall be raised by a tax, which shall be assessed and collected in the same manner and time that the other taxes of said city

are assessed and collected; and whenever the Mayor and Aldermen shall have made the appropriation aforesaid, it shall be the duty of the City Treasurer to place said sum to the credit of the Board of Education of the City of Paterson, and the said Treasurer shall pay, on presentation, all drafts drawn upon him by order of said Board, duly attested by the signatures of the President and Secretary, which draft shall state the purpose for which it is given, and be made payable to the order of the person entitled to receive the same, and endorsed by said person, to an amount not exceeding the balance remaining on his books to the credit of said Board, and shall preserve such drafts as vouchers, to be exhibited in the settlement of his accounts as Treasurer of the City of Paterson.

44. *And be it enacted*, That a majority of the whole number of School Commissioners shall constitute a quorum for the transaction of business; and no resolution or order of the Board shall be adopted unless with the consent of a majority of the whole number of School Commissioners; the said Board of Education shall prepare and transmit to "The Mayor and Aldermen of the City of Paterson" at least fifteen days before the charter election in each year, an inventory of all the property, real and personal, in their possession, used in said city for school purposes, and a report in writing embracing the number of schools under their charge, specifying their grades, the number of teachers employed therein, the number of pupils on the roll, the average attendance in each school, and the several items or bills of expenditure paid by said Board during the year, under the respective heads of erections and repairs of school houses, the cost of school furniture, salaries of teachers, cost of school books and stationery, fuel and incidental expenses, together with such general remarks in regard to the progress and management of the schools as the Board may deem advisable; and the said Board shall also, at the same time, prepare and transmit an estimate of the amount of moneys necessary for the support of public schools in said city for the ensuing year, which es-

timate shall be based upon the expenditure of the past year, and which shall particularly specify the sum required under the several heads as above stated, which report the Mayor and Aldermen of the City of Paterson shall cause to be published in two or more of the public newspapers printed in said city, within ten days after receiving the same; and that the said Board of Education shall have the charge, possession, control and management of all the property, real and personal, used in said city for school purposes, and shall cause all necessary repairs to be made to the same; and are hereby empowered to organize and establish in said city such public schools as the public convenience may require, and to have the control and management thereof, and to select and employ teachers duly licensed by the Board of Examiners of said city, and such other officers as may be necessary; and to provide school furniture, books, stationery and fuel, and incur such incidental expenses for the maintenance of said public schools as may be necessary; *provided*, that the said Board shall at no time incur any liability exceeding the amount appropriated by the Mayor and Aldermen of said city for school purposes; and to admit to said public schools, under such rules and regulations as said Board may adopt, any child, from the age of five to eighteen years inclusive, whose parents or guardians reside in said city, and at their discretion may admit such other children as are under the charge and control of a resident of said city; and to make and enforce such by-laws and regulations for the government of said Board and the public schools of said city as to secure and promote an economical and efficient system of public education; to appoint two citizens of said city to constitute, with the said Superintendent, a Board of Examiners for teachers in said city; to fill any vacancy in Board of Education occasioned by death, resignation, removal out of the ward or other disability, by appointing a person to fill the unexpired term, who shall be a resident of the ward for which the appointment may be made, and entitled to vote therein; and the said Board may declare vacant the office of any

School Commissioner elected or appointed aforesaid, who shall refuse or neglect to attend any three successive stated meetings of the Board, after having been personally notified to attend and giving no satisfactory reason for his non-attendance.

45. *And be it enacted*, That the Board of Examiners shall meet at such time and place as they shall appoint, to examine and license by certificate, under their hands and seals, suitable persons as teachers of public schools in said city, having regard always to scholarship and moral character, which certificate shall specify in what capacity the person so licensed is qualified to teach, and shall be evidence thereof, and which license may be revoked at pleasure.

46. *And be it enacted*, That whenever the said Board shall determine to establish a school or schools in said city, they shall procure a school house by hiring the same, or (with the assent of the Mayor and Aldermen of said city) by purchasing a site and erecting necessary buildings thereon, according to plans and specifications which shall be laid before the said Mayor and Aldermen, and approved by them; the erection of which buildings, and the furnishing and fitting up thereof, and the altering, furnishing and fitting up of any hired or other building shall be done by contract, proposals for which shall be advertised in two of the newspapers of said city for at least two weeks previous to deciding thereon, unless such altering, furnishing and fitting up, shall not exceed two hundred dollars; and in all cases such contract shall be awarded to any responsible person proposing the lowest bid, who shall give satisfactory security to the said Board for the due and faithful performance thereof, said Board reserving the right to reject all such bids and re-advertise for new proposals; and whenever any contract shall be made for purchasing a site for a public school in said city, or for erecting, altering, furnishing or fitting up any building for school purposes, it shall be the duty of said Board of Education to lay before the Mayor and Aldermen of said city, such contract, or a copy thereof, together with a statement showing in detail the amount of money to be paid by the city under such

contract; and it shall be the duty of the said Mayor and Aldermen to appropriate, from time to time, such sum or sums of money as may be required by the Board of Education for the purpose of performing such contract; and all sums of money so appropriated shall be subject to the draft of said Board, and said Board may, with the assent of the Mayor and Aldermen, sell or exchange, if necessary, any public school property in said city.

47. *And be it enacted*, That all supplies of books, stationery, and fuel, required for the public schools of said city shall be obtained by contract, proposals for which shall be advertised as provided in the preceding section of this act, and the said Board shall in all cases award the contract for any article or articles to any responsible party proposing the lowest price for the same, who will give satisfactory security to said Board; *provided*, that the Board of Education may, at their discretion, require the pupils to furnish their own books and stationery.

48. *And be it enacted*, That the title to all school property, real and personal, purchased with any money derived from the school fund, or raised by taxation or otherwise in said city, shall be vested in "The Mayor and Aldermen of the City of Paterson," and they shall keep all the public school property in said city insured in some solvent Insurance Company or Companies

49. *And be it enacted*, That all actions or other proceedings, brought or to be brought in any court of law or equity against any person or persons or body corporate, for damages for and on account of any injury to any property, real or personal, under the charge, control and management of the Board of Education, shall be in the name of "The Board of Education of the City of Paterson," notwithstanding that the legal title to said property may be vested in "The Mayor and Aldermen of the City of Paterson"; and all damages which may be recovered in such actions or proceedings shall be appropriated by the said Board to the support of public schools in said city.

SUPPLEMENT, approved March 25th, 1862.

8. *And be it enacted,* That the School Commissioners of the city of Paterson shall meet in said city on the Monday next succeeding the charter election, yearly and every year, and shall elect one of their number President of the Board of Education, who shall be presiding officer of said Board, and who shall continue in office for one year, unless sooner removed by said Board, and whenever he may be absent a President *pro tempore* may be appointed; and the said Board shall be authorized, in case of the death, resignation or removal of said President to elect another to fill the unexpired term.

9. *And be it enacted,* That the said Board of Education shall appoint a Secretary, who shall be ex-officio the Superintendent of Public Schools, and shall perform such other duties as the Board may prescribe, and shall hold his office during the pleasure of the Board, but shall have no vote therein, and the said Board shall be authorized to pay said Secretary a compensation for his services not exceeding the sum of six hundred dollars per annum; *provided, however,* that the said Secretary shall, before he enters upon his duties as Secretary or Superintendent, obtain from the Board of Examiners, appointed to examine and license teachers for the public schools in the city of Paterson, a certificate of his qualifications and fitness to discharge the duties of Superintendent; and unless the said Secretary obtain such certificate, then and in that case his appointment by the Board of Education shall be void and of no effect.

SUPPLEMENT, approved March 18, 1863.

SEC. 1. That any person who has been or shall be appointed by the Board of Education of the City of Paterson in the County of Passaic to fill a vacancy in said Board, shall hold and exercise such office until the next annual charter election in said city, succeeding such appointment and no longer; and

at such charter election every such vacancy shall be filled by the election of a School Commissioner, for the unexpired term, in the ward from which such vacancy occurred.

SUPPLEMENT, approved April 3, 1868.

1. That the annual reports of the City of Paterson, the ordinances and the proceedings of the Boards of Aldermen and Education, as well as all other matters heretofore required to be published, shall hereafter be published in two newspapers in said city, now authorized to publish the laws of this State, and that all acts or parts of acts inconsistent with this act be, and the same are hereby repealed.

SUPPLEMENT, approved April 8, 1868.

2. *And be it enacted*, That there shall be elected in and for each of the Second, Fourth and Eighth Wards of said city, two persons as School Commissioners, and one person as School Commissioner in each of the First, Third, Fifth, Sixth and Seventh Wards, and that where two are elected in any one Ward there shall be chosen one for two years and one for one year.

THE STATE SCHOOL LAW.

THE STATE SCHOOL LAW.

An Act to establish a system of Public Instruction.

ARTICLE I.

STATE BOARD OF EDUCATION.

1. Be it enacted *by the Senate and General Assembly of the State of New Jersey*, That the general supervision and control of public instruction in the state of New Jersey shall be vested in a state board of education, which board shall consist of the trustees of the school fund, the trustees of the State Normal School, appointed as hereafter provided, together with the treasurer thereof.

2. *And be it enacted*, That the state board of education shall have power, and it shall be their duty:

I. To frame and modify at pleasure such by-laws as may be deemed expedient for their own government, not inconsistent with the provisions of this act, and to prescribe and cause to be enforced all rules and regulations necessary for carrying into effect the school laws of this state;

II. To consider the necessities of the public schools, and recommend to the legislature, from time to time, such additions and amendments to the laws as are deemed necessary for perfecting the school system of the state;

III. To appoint the state superintendent of public instruction;

IV. To appoint the county superintendents of the several counties of the state, subject to the approval of the board of chosen freeholders of the several counties at their first meeting after the appointments by the state board, but in all cases where no action is taken by any board of chosen freeholders approving or disapproving, then the appointments

made by the state board shall be valid without such approval.

V. To prescribe all rules and regulations for holding teachers' institutes;

VI. To order all necessary repairs to the grounds, buildings and furniture of the State Normal School, and to keep said buildings and furniture insured, and the comptroller shall draw warrants for the payment of the same, upon the certificate of the president of said board;

VII. To authorize the payment by the state treasurer upon the warrant of the state comptroller of all the necessary incidental expenses incurred by the state superintendent in the performance of his official duties;

VIII. To decide all appeals from the decision of the state superintendent of public instruction.

3. *And be it enacted*, That the members of the board shall receive no compensation for their services, but the state treasurer shall pay the necessary expenses of the said members upon the warrant of the state comptroller.

4. *And be it enacted*, That the board shall report annually to the legislature in regard to all matters committed to their care.

ARTICLE II.

STATE SUPERINTENDENT OF PUBLIC INSTRUCTION.

5. *And be it enacted*, That the state superintendent of public instruction shall be elected by the state board of education by ballot, and shall hold office during the pleasure of the board, not to exceed the term of three years, receiving annually a salary of two thousand dollars; *provided*, that nothing herein contained shall prevent his re-election.

6. *And be it enacted*, That he shall be required to have his office in the state house in Trenton.

7. *And be it enacted*, That it shall be his duty to carry out the instructions of the board, and to enforce all rules and regulations prescribed by them.

8. *And be it enacted*, That he shall be ex-officio secretary of the board of education, president of the state association

of school superintendents, and a member of the state board of examiners, and of all county and city boards of examiners.

9. *And be it enacted*, That he shall have the supervision of all the schools of the state receiving any part of the state appropriation, and shall be the general adviser and assistant of the county superintendents; he shall, from time to time, as he shall deem for the interest of the schools, address circular letters to said superintendents, giving advice as to the best manner of conducting schools, constructing school houses, furnishing the same, and procuring competent teachers.

10. *And be it enacted*, That the state superintendent, under the direction of the trustees of the school fund, shall apportion to the several counties the state school moneys to which each may be entitled, which apportionment shall be made in the ratio of the number of children between the ages of five and eighteen in the said counties, as ascertained by the last annual report of the state superintendent; he shall furnish to the state comptroller, and to the county superintendent, and the county collector of each county, an abstract of such apportionment, and shall draw his order on the state comptroller for the amount to which each county is entitled, in favor of the county collector of said county.

11. *And be it enacted*, That he shall have power and it shall be his duty to direct and cause the county superintendent of any county, or any board of trustees or other school officers, to withold from any officer or district, or teacher, that part of the state appropriation derived from the revenue of the state, until such officer, district or teacher shall have complied with the provisions of this act and its supplements, relating to his, its, or their duties, and with all the rules and regulations made in pursuance thereof by the state board of education; he shall forbid the payment of said part of the state appropriation to any district in which the school or schools have not been kept according to law, or in which a public school has not been kept for at least five months, during the year next preceding the demand for payment.

12. *And be it enacted,* That he shall prepare and cause to be printed suitable forms for making all reports and conducting all necessary proceedings under the school laws of this state, and shall transmit them to the local school officers and teachers; he shall cause all school laws to be printed in pamphlet form, and shall annex thereto forms for making reports and conducting school business.

13. *And be it enacted,* That he shall decide, subject to appeal to the state board of education, and without cost to the parties, all controversies or disputes that may arise under the school laws of the state or under the rules and regulations prescribed by the state board of education, the facts of which controversies or disputes shall be made known to him by written statements by the parties thereto, verified by oath or affirmation, if required, and accompanied by certified copies of all documents necessary to a full understanding of the question in dispute; and his decision shall be binding until a different decision shall be given by the state board of education.

14. *And be it enacted,* That he shall preserve in his office such school books, apparatus, maps, charts, works on education, plans for school buildings, and other articles of interest to school officers or teachers, as may be procured without expense to the state.

15. *And be it enacted,* That he shall file all school reports of this state and of other states which may be sent to his office, and shall keep a record of all the acts connected with his official duties, and preserve copies of all the decisions given by him.

16. *And be it enacted,* That he shall provide a seal with suitable device for use in his office, by which all his official acts and decisions may be authenticated.

17. *And be it enacted,* That he shall report to the state board of education, at its annual meeting in December of each year, a statement of the condition of the public schools, and of all the educational institutions receiving support from the state, which report shall contain full statistical tables of all items

connected with the cause of education that may be of interest to the school officers or people of the state, together with such plans and suggestions for the improvement of the schools and the advancement of public instruction in the state as he shall deem expedient.

18. *And be it enacted*, That he shall, at the expiration of his term of office, deliver to his successor his official seal, together with all property, books, documents, maps, records, reports, and other papers belonging to his office, or which may have been received by him for the use of his office.

ARTICLE III.

COUNTY SUPERINTENDENTS.

19. *And be it enacted*, That the state board of education shall appoint for each county one person as provided in the fourth provision of section two, of suitable attainments, as the county superintendent of public schools for that county, who shall hold office during the pleasure of the board, not to exceed the term of three years; *provided*, that nothing herein contained shall prevent his re-appointment.

20. *And be it enacted*, That the yearly salary of the county superintendent shall be at the rate of ten cents for each child in the county between the ages of five and eighteen, as ascertained from the last annual report of the state superintendent, which salary shall be paid by the county collector, on the warrant of the state superintendent; *provided*, that the salary shall in no case be less than five hundred dollars, nor more than twelve hundred dollars; *and provided*, that in case any city shall have a city superintendent of schools who is not also the county superintendent, the children belonging to such city shall not be counted in determining the salary of the county superintendent, and the supervision of the schools of said city, which would otherwise belong to the county superintendent, shall devolve upon the city superintendent.

21. *And be it enacted*, That the county superintendent shall apportion annually among the several townships of his county, and to the city or cities therein, not included in said town-

ships, under the direction of the board of chosen freeholders, the school moneys belonging to said county, in the ratio of the number of children between the ages of five and eighteen, as ascertained by the last preceding annual report of the state superintendent of public instruction.

22. *And be it enacted*, That he shall further apportion among the several school districts of each township the state appropriation to which they are entitled, together with the township appropriation, in the ratio of the number of children between the ages of five and eighteen, as reported by the district clerk.

23. *And be it enacted*, That he shall issue orders on the county collector in favor of each township collector and of each city treasurer for that portion of the state appropriation to which said township or city is entitled; and shall file with each township collector and the clerk of each school district in any township a copy of the apportionment of the township school funds made by him for said township within twenty days after making said apportionment.

24. *And be it enacted*, That he shall examine and license teachers, fix the boundaries of school districts, divide and unite districts, form new districts, provide for graded schools, and discharge other duties of general supervision and superintendence over the public schools of the county in accordance with the regulations prescribed from time to time by the state board of education.

25. *And be it enacted*, That he shall have power, and it shall be his duty to appoint trustees for any district which for any cause fails to elect at the regular time; to appoint trustees to fill vacancies; to appoint the first trustees for any new district; *provided however*, that when a new district is organized, such of the trustees of the old district as reside within the limits of the new one shall be trustees of the new one, and the vacancy in the old district shall be filled by his appointment.

26. *And be it enacted*, That he shall have power to withhold that part of the state appropriation derived from the

revenue of the state from any district in which the inhabitants fail to provide a suitable school building and outhouses, or in which the existing buildings shall be pronounced by him and a majority of the trustees unfit for use; and for that purpose he may serve a notice on the township collector to withhold the payment of the same from such district.

27. *And be it enacted*, That it shall be the duty of the county superintendent, at such time and place as the state superintendent may appoint, to examine such candidates for state scholarships at the agricultural college, as may present themselves, and the candidates shall be subjected to such examination as the faculty of the said college and the state superintendent shall prescribe; and the canditates who shall receive certificates of appointment to the agricultural college in any one county, shall be those who obtain on such examination the highest average for scholarship; and the number of certificates thus granted, shall in no case exceed the number of state scholarships to which such county is entitled.

28. *And be it enacted*, That in all controversies arising under the school law the opinion and advice of the county superintendent shall first be sought, and from him appeal may be made, if necessary, to the state superintendent of public instruction.

29. *And be it enacted*, That the county and city superintendents shall together constitute an association, to be called "The State Association of School Superintendents," which association shall meet at such times and places as the state board of education may appoint, and at such other times as they may agree upon.

30. *And be it enacted*, That each county superintendent and each city superintendent, on or before the first of October of each year, shall make an annual report to the state superintendent in the manner and form prescribed by him.

ARTICLE IV.

SCHOOL TRUSTEES.

31. *And be it enacted*, That an annual meeting for the election of school trustees shall be held in each district on the

first Monday in September of each year, at the district school house, if there be one, and if there be none, at a place to be designated by the district clerk, who shall post notices thereof, specifying the day, time, object, and place of such meeting, in at least three public places in the district, one of which shall be at the school house, if there be one, at least five days previous to the time of meeting; the voters shall be legal voters of the district, and a plurality of votes shall elect; and no person shall be eligible to the office of trustee, unless he is a resident in the district.

32. *And be it enacted,* That in all districts in which elections have been previously held, one trustee shall be elected for the term of three years, and if there are vacancies to be filled, a sufficient number shall be elected to fill them for the unexpired terms.

33. *And be it enacted,* That in new districts acting under trustees appointed by the county superintendent, three trustees shall be elected, for one, two and three years, respectively; the term of office of any trustee which would otherwise expire in April of any year, shall expire on the first Monday in September of the same year.

34. *And be it enacted,* That each board of trustees shall, within ten days after the annual election, meet at the school house, or at some other convenient place, and proceed to elect one of their number clerk of the board, who shall be known and referred to as "district clerk": and on their failure to do so, the county superintendent shall appoint said clerk.

35. *And be it enacted,* That he shall record, in a suitable book, all proceedings of the board, and of the annual school meetings, and of special school meetings; and pay out, by orders on the township collectors, in the manner prescribed by law, all school moneys of the district, whether received from the state, township or district; he shall keep a correct and detailed account of all expenditures of school moneys in his district, and report the same to the county superintendent, and also to the township committee; at each annual school meeting he shall present his record book and his ac-

counts for public inspection, and shall make a statement of the financial condition of the district and of the action of the trustees.

36. *And be it enacted*, That he shall take annually in the month of August, between the first and twentieth day of said month, an exact census of all children residing in the district between the ages of five and eighteen, not including the children who may be inmates of poor houses, asylums or alms houses, and shall specify the names and ages of such children and the names of their parents or guardians; (all children who may be absent from home, attending colleges, boarding schools, and private seminaries of learning, shall be included in the census list of the city, town or district in which their parents or guardians reside, and not be taken by the district clerk of the city, town or district where they may be attending such institutions of learning); and that he shall make a full report thereof, verified by him under oath or affirmation, that the same is correct and true, on the blanks furnished for that purpose, to the county superintendent, on or before the first day of September next after his appointment, and keep a copy of the same for the use of the school trustees, and shall receive for his services such compensation as the board of trustees may allow.

37. *And be it enacted*, That he shall keep the school buildings in repair; he shall provide the necessary fuel, and obtain for the schools such supplies of crayons for blackboards, for the use of the pupils, as are necessary in carrying out the course of study prescribed therein; which repairs and supplies shall be paid for out of the moneys raised by the district.

38. *And be it enacted*, That every school district shall be known by the name and number assigned to it by the county superintendent, in accordance with the general regulations of the state board of education, and the trustees thereof shall be a body corporate, to be called and known by the name of "The Trustees of School District Number —, in the county of ————," and shall be capable of suing and being sued,

in all courts and places whatever, and of purchasing, holding and conveying real and personal property for the use and benefit of the schools of such district, and may have a corporate seal.

39. *And be it enacted*, That the board of trustees of any school district shall have power, and it shall be their duty:

I. To employ and dismiss teachers, janitors, mechanics, and laborers, and to fix, alter, allow, and order paid their salaries and compensations;

II. To make and enforce rules and regulations, not in conflict with the general regulations of the state board of education, for the government of schools, pupils and teachers;

III. To erect school buildings and purchase, lease or sell school lots, as they may be directed by a two-third vote of the district;

IV. To rent, furnish and repair school buildings, and keep the same insured;

V. To purchase personal property, and to receive, lease, and hold in fee, in trust for their district, any and all real or personal property, for the benefit of the schools thereof;

VI. To enforce the regulations prescribed by the state board of education; and in connection with the county superintendent to prescribe the course of study to be pursued, and a uniform series of text books to be used in the school or schools under their charge;

VII. To suspend or expel pupils from school;

VIII. To provide books for indigent children;

IX. To require all pupils to be furnished with suitable books, as a condition of membership in the school;

X. To require every teacher to keep a state school register;

XI. To call a special meeting of the legal voters of the district, at any time when, in the judgment of said trustees, the interests of the school may require it; which meeting shall be called in the manner provided in section eighty of this act, for calling the annual district meeting, and no business shall be transacted at said special meeting, except such

as has been set forth in the notices by which said meeting was called;

XII. To permit a school house to be used for other than school purposes, when a majority of the trustees present shall so agree, at a meeting regularly called for that purpose;

XIII. To make an annual report, on or before the first of September, to the county superintendent, in the manner and form prescribed by the state superintendent of public instruction.

40. *And be it enacted*, That the district trustees of each township shall together constitute an association, to be called "The Township Board of Trustees"; said board shall meet at such times and places as the county superintendent may appoint, for the purpose of hearing from him communications and suggestions in regard to the management of the schools, and of submitting to him questions for advice or opinion relating to the same.

ARTICLE V.

TEACHERS.

41. *And be it enacted*, That every teacher of a public school shall keep a school register in the manner provided therefor, and no salary shall be paid to such teacher until said register is exhibited to the district clerk or other officer authorized to make payment, and until said officer finds by examination, that the register has been properly kept for the time for which salary is demanded, and enters upon the register a certificate to that effect.

42. *And be it enacted*, That every teacher who shall leave a school before the close of the school year, shall at the time of leaving, make to the county superintendent a report of the school for all that portion of the current school year that the school has been in his or her charge, and shall at the same time give a duplicate of said report, and surrender the school register to the district clerk, and any teacher who may be teaching any school at the close of the school year, shall in his or her annual report, include all the statistics from the

school register for the entire school year, nothwithstanding any previous report for a part of the year; no school money shall be paid to any teacher for the last month of his or her services, until the report herein required shall have been made and received, and the register exhibited; *provided*, that in graded schools in which there are more teachers than one, the principal teacher alone shall be responsible for the school report and register.

43. *And be it enacted*, That no teacher shall be entitled to any salary unless such teacher shall be the holder of a proper teacher's certificate, in full force and effect.

44. *And be it enacted*, That in every contract, whether written or verbal, between any teacher and board of trustees, a school month shall be construed and taken to be twenty school days : or four weeks of five school days each, and no teacher shall be required to teach school on Christmas day, the first day of January, the fourth day of July, and such days of fasting or thanksgiving as may be appointed by the president of the United States, or the governor of this state ; and no deduction from the teacher's time or wages shall be made by reason of the fact that a school day happens to be one of the days referred to in this section ; any contract made in violation of this section shall have no force or effect as against the teacher.

45. *And be it enacted*, That every teacher shall have power to hold every pupil accountable, in school, for any disorderly conduct on the way to or from school, or on the play grounds of the school, or during recess, and to suspend from school any pupil for good cause ; *provided*, that such suspension shall be reported by the teacher to the trustees as soon as practicable ; and if such action is not sustained by them, the teacher may appeal to the county superintendent, whose decision shall be final.

46. *And be it enacted*, That in case of the dismissal of any teacher before the expiration of any contract entered into between such teacher and trustees, the teacher shall have the right of appeal to the county superintendent, and if the

county superintendent shall decide that the removal was made without good cause, said teacher shall be entitled to compensation for the full time for which the contract was made; but it shall be optional with the trustees whether he or she shall or shall not teach for the unexpired term.

ARTICLE VI.

PUPILS.

47. *And be it enacted*, That the pupils of the public school shall comply with the regulations established in pursuance of law for the government of such schools; shall pursue the course of study, and use the series of text books prescribed by the trustees and county superintendent, and shall submit to the authority of the teachers; continued and wilful disobedience, or open defiance of the authority of the teacher, the use of habitual profanity or obscene language, shall constitute good cause for suspension or expulsion from school; any pupil who shall in any way cut, deface, or otherwise injure any school house, fences or out-buildings thereof, shall be liable to suspension and punishment, and the parents of such pupil shall be liable for damages to the amount of injury, on complaint of the teacher, the amount to be determined by the trustees and collected by the district clerk, by an action in debt therefor, in any court having jurisdiction, in his name as district clerk, together with the costs of said action.

ARTICLE VII.

BOARDS OF EXAMINERS.

48. *And be it enacted*, That there shall be a state board of examiners, consisting of the state superintendent of public instruction and the principal of the state Normal School; they shall have power, and it shall be their duty to hold examinations of teachers, and to grant state certificates or revoke the same, under such rules and regulations as the state board of education may prescribe, and a certificate thus granted shall entitle the holder, without further examination, to teach in

any part of the state, so long as the certificate remains valid by the terms thereof, and in any school not of a higher grade than that for which the certificate represents him as qualified.

49. *And be it enacted*, That there shall be in each county a county board of examiners, which shall be composed of the county superintendent, who shall, *ex-officio*, be chairman, and of a number of teachers, not to exceed three, to be appointed by him, who shall hold office for one year from the time of their respective appointments; but no person shall be appointed as county examiner unless he holds either a state or a first grade county certificate; the county superintendent shall fill vacancies that occur from absence or other causes, but if he cannot find any teacher in his county qualified under the provisions of this section willing to serve, he shall conduct the examination himself; the board shall meet at such times and places as may be designated by the chairman, and shall hold a session at least as often as once in every three months, and at the place and during the session of any teacher's institute held in the county; each member of the board, except the county superintendent, shall be paid for his services, in addition to his traveling expenses, a sum not exceeding three dollars for each session of said board, to be paid by the county collector on the order of the county superintendent; *provided*, that this compensation shall be paid only for the regular quarterly examinations; and that whenever said board shall hold sessions at any other time, no compensation shall be allowed from the county; but in cases of such special examinations, said board may charge each applicant an examination fee not exceeding two dollars; the county board of examiners shall have power to conduct examinations and to grant certificates of different grades, in accordance with the general regulations on the subject prescribed by the state board of education, and the highest grade of certificate thus granted shall entitle the holder, without further examination, to teach in any part of the state so long as this certificate remains valid, and in any school not of a higher grade than that for which the certificate represents the holder as qualified; any

county certificate lower than the highest grade will only entitle the holder to teach a school of a corresponding grade in the county for which such certificate was granted.

50. *And be it enacted,* That in every city having a board of education governed by special laws, there shall be a city board of examiners to consist of such members as said board of education of that city may appoint; said examiners shall have power, subject to such rules and regulations as may be prescribed by the city board of education, to grant certificates of qualification, which shall be valid for all schools of that city; and no teacher shall be employed in any of the schools of that city unless possessing such certificate, or a state certificate, nor in any school of a higher grade than that for which said certificate represents the holder to be qualified; any city board of examiners may recognize the certificates of any other city, and without examination issue to the holders certificates of a corresponding grade.

ARTICLE VIII.—Schools.

STATE NORMAL SCHOOL.

51. *And be it enacted,* That there shall be a normal school, or seminary, for the training and education of teachers in the art of instructing and governing the common schools of this state, the object of which normal school or seminary shall be the training and education of its pupils in such branches of knowledge, and such methods of teaching and governing as will qualify them for teachers of our common schools.

52. *And be it enacted,* That there shall be a board of trustees of said normal school, to consist of two trustees from each congressional district; the trustees already appointed shall continue in office severally for the terms for which they have been appointed, namely: five whose terms expire in eighteen hundred and sixty-eight, and five whose terms expire in eighteen hundred and sixty-nine, and annually thereafter, in the place of those whose terms are about to expire, the governor shall nominate, and by and with the advice and consent of the senate, shall appoint one trustee of said school

from each congressional district, to hold office severally for the term of two years and until their successors are appointed, so that there shall always be two trustees from each congressional district, and in case of any vacancy by death, resignation or otherwise, a successor for the unexpired term, shall in like manner be appointed; the state superintendent of public instruction shall be ex-officio a member of said board of trustees.

53. *And be it enacted*, That the said trustees shall receive no compensation for their services, but the expenses necessarily incurred by them in the discharge of their duties shall be defrayed out of the funds hereinafter appropriated for the support of said school.

54. *And be it enacted*, That to the said board of trustees shall be committed the control and use of the buildings and grounds owned and used by the state for the use of the normal school, the application of the funds for the support thereof, the appointment of teachers and the power of removing the same, the power to prescribe the studies and exercises of the school, and rules for its management, to grant diplomas, to appoint some suitable person treasurer of the board, and to frame and modify, at pleasure, such by-laws as they may deem necessary for their own government; and they shall report annually to the legislature their own doings and the progress and condition of the school.

55. *And be it enacted*, That the number of pupils shall not exceed three for each member of the senate and general assembly, and each county shall be entitled to fill three times as many seats in the school as it [has] representatives in the legislature; the applicants shall give on admission a written declaration, signed with their own hands, that their object in seeking admission to the school is to qualify themselves for the employment of public school teachers, and that it is their intention to engage in that employment in this state for at least two years.

56. *And be it enacted*, That at the opening of each term of the Normal School, the principal, with his assistants, shall

proceed to examine applicants, and to admit to the school such as appear to be possessed of the proper qualification to the number to which each county may be entitled.

57. *And be it enacted*, That in case any county is not fully represented, additional candidates may be admitted from other counties on sustaining the requisite examination.

58. *And be it enacted*, That the board of trustees shall appoint and procure the number of teachers which may be necessary to carry out, in the best and highest sense, the purposes and designs of this act, and shall furnish for the use of the pupils the necessary apparatus and text books, so far as the funds hereafter to be named and appropriated for the support of the school will allow; and the tuition in the normal school shall be gratuitous.

59. *And be it enacted*, That the board of trustees are authorized to maintain a model school under permanent teachers, in which the pupils of the normal school shall have opportunity to observe and practice the modes of instruction and discipline inculcated in the normal school, and in which pupils may be prepared for the normal school.

60. *And be it enacted*, That for the support of the normal school and to carry out the purposes and designs of this act, there is appropriated hereby the annual sum of ten thousand dollars, to be paid out of the treasury of the state upon the warrant of the comptroller.

GRADED SCHOOLS.

61. *And be it enacted*, That any two or more districts, by a majority vote of the inhabitants at a meeting regularly called or advertised by the county superintendent, or superintendents of the county or counties in which said districts are situated, may cause to be established and maintained a graded school, which shall be entitled, according to the number of children in attendance, to its proper share of the state appropriation, and of the township school taxes belonging to the districts which have caused said graded school to be erected; and a school thus established shall be governed by a joint

board, composed of the trustees of the combining districts, and subject to such regulations as they may prescribe.

DISTRICT SCHOOLS.

62. *And be it enacted*, That the inhabitants of every school district shall be required to provide a suitable school building and outhouses for the accommodation of their children; and in case such buildings are not provided, or those already in use shall be pronounced by the county superintendent and a majority of the trustees of said district, unfit for the purposes for which they are applied, such district shall be deprived of the benefit of that part of the state appropriation derived from the revenues of the state until suitable buildings shall be erected.

63. *And be it enacted*, That no school district shall be entitled to receive any part of the school appropriation which shall not have maintained a public school for at least five months during the then next preceding school year; *provided*, that any new district, or a district in which the school is discontinued on account of the repairing of an old, or the erection of a new school building, shall not be deprived of its full share of the public school funds on account of the restrictions of this section.

64. *And be it enacted*, That the school year shall begin on the first day of September, and end on the last day of August.

ARTICLE IX.

REVENUE.

State Appropriations.

65. *And be it enacted*, That the governor of this state, the president of the senate, the speaker of the house of assembly, the attorney general, the secretary of state, and the comptroller, and their successors in office, be, and they are hereby constituted and appointed trustees of the fund for the support of public schools in this state, arising either from appropriations heretofore made, or which may hereafter be made

by law, or which may arise from the gift, grant, bequest or devise of any person or persons whatsoever, which trustees shall be known by the name, style and title of "the trustees for the support of public schools"; *provided*, that it shall not be lawful for any teacher, trustee or trustees, to introduce into or have performed in any school receiving its proportion of the public money, any religious service, ceremony or forms whatsoever, except reading the Bible and repeating the Lord's Prayer.

66. *And be it enacted*, That the public stocks and moneys heretofore appropriated by law, shall constitute the funds in the hands of the trustees appointed by the foregoing section of this act, and shall be held by the said trustees in trust; the interest and dividends arising therefrom to be applied by the said trustees, or a majority of them, for the support of public schools in this state, in the mode now prescribed or hereafter to be prescribed by any act or acts of the legislature, and for no other use or purpose whatsoever.

67. *And be it enacted*, That the fund above mentioned, together with all the moneys which shall be received by the treasurer in payment of the principal or interest of the bank or turnpike stock belonging to the fund for the support of free schools, all the taxes which may hereafter be received into the treasury from any of the banking and insurance companies in this state, the capital stock of which now is, or hereafter may be, liable by law to be taxed, all appropriations to said funds, made or to be made, by any law of this state, and the amount of all gifts, grants, bequests or devises hereafter made by any person or persons to the said trustees, for the purposes contemplated by this act, shall be invested by the treasurer of this state, under the direction of the said trustees or a majority of them, in the bonds of the United States, or of New Jersey, or in bonds secured by mortgage on land in New Jersey, the interest thereof to be applied to the support of the public schools in the mode which now is, or may hereafter be directed by law, and to no other use or purpose whatsoever; an account of the management of the said fund

shall be laid before the legislature, with the annual statement of the treasurer's accounts; and no compensation shall be paid to said trustees or treasurer for any service performed in pursuance of the direction of this act; and all investments of money and property belonging to said fund now held or existing in the name of "The Trustees for the Support of Free Schools" are hereby and shall hereafter be vested in and held, and any proceedings or action whatever relative thereto may be taken, had, made, and maintained by said trustees, in the name of the trustees for the support of public schools.

68. *And be it enacted*, That the treasurer of this state shall annually make and furnish to the board of trustees for the support of public schools, on the first day of the stated annual meeting of the legislature, and at such other times as the majority of the said trustees shall require the same, a particular statement of the school fund, containing an account of the securities belonging to said fund, with the dates of investment, their value, and the interest arising from each denomination of securities, together with an account of the moneys in the treasury belonging to said fund.

69. *And be it enacted*, That the secretary of state be and he is hereby constituted and appointed secretary of the said board of trustees, whose duty it shall be to record, in a book to be kept for that purpose, the proceedings of the said board, and the accounts to be furnished by the treasurer as hereinbefore directed.

70. *And be it enacted*, That it shall be the duty of the trustees of the school fund of this state on or before the first Monday of April in every year, to appropriate out of the annual income for the support of the public schools the sum of forty thousand dollars; and if the annual income of said fund shall not have been received in full, or shall be insufficient for that purpose, then the said trustees are hereby authorized and empowered to draw for any sum necessary to make up the deficiency, by warrant, signed by the comptroller upon the treasurer of the state, who is directed to pay the same;

which sum so drawn from the treasury aforesaid, shall be replaced by the annual income of said school fund so soon as the same shall be received.

71. *And be it enacted,* That from the revenue of the state the sum of sixty thousand dollars per annum shall be appropriated, in addition to the sum of forty thousand dollars from the annual income of the school fund, as mentioned in the preceding section of this act.

72. *And be it enacted,* That the trustees of the school fund of this state shall have authority to divide the aforesaid sum of one hundred thousand dollars into two or more annual instalments, which shall be paid by the state treasurer to the several county collectors on the warrants of the state comptroller.

73. *And be it enacted,* That for the purpose of defraying the expenses of teachers' institutes, the procuring of teachers and lecturers for said institutes, and other necessary expenses of the same, the state superintendent of public schools may draw upon the treasurer of this state for a sum not exceeding one hundred dollars for any one institute, and the said amount may be paid annually thereafter, in like manner, to one teachers' institute in any county, or in any two or more adjoining counties of this state, the same to be paid by the treasurer out of the revenue of the state.

74. *And be it enacted,* That the state comptroller, annually, after having received from the state superintendent of public instruction a statement of the apportionment of the state appropriation among the several counties, shall draw his warrant on the state treasurer in favor of the county collector of any county for the portions to which said county is entitled, whenever such county collector shall present an order for the same, drawn by the state superintendent of public instruction in favor of such county.

75. *And be it enacted,* That the county collector of each county shall receive and hold in trust that part of the state appropriation belonging to his county, and shall pay out the same to the collectors of the several townships, and to the

city treasurers of the cities of his county only on the orders of the county superintendent; *provided*, that in townships where there are less than two hundred children between the ages of five and eighteen, the inhabitants may raise such a sum per child as will be sufficient to maintain their schools.

TOWNSHIP TAX.

76. *And be it enacted*, That the inhabitants of each township are hereby authorized and required, at their annual town meetings, to raise by tax, in addition to the amount apportioned to their use, such further sums of money as they may deem proper for the support of public schools, said sum not to be less than two, nor more than four dollars for every child in the township, between the ages of five and eighteen, as ascertained by the last annual report of the state superintendent; which said money shall be assessed and collected at the time and in the manner that other township moneys are assessed and collected; if the inhabitants of any township, at their annual town meeting, fail to provide for the raising of such tax, then the county superintendent of the county in which such township is situated, shall be required to withhold from said township that part of the state appropriation derived from the revenue of the state, and to apportion and distribute the same to the other townships of the county.

77. *And be it enacted*, That the several townships in this state are authorized and required to appropriate the interest of the surplus revenue received by them, and from other funds not raised by tax, such sums for the support of the public schools as they shall order and direct at their annual town meetings, in addition to the amount received from the state appropriation and the amount which they raise by tax.

78. *And be it enacted*, That it shall be the duty of the township collector of each township to receive and hold in trust all school moneys belonging to the township or to any of the districts thereof, whether received from the state appropriation, from township or district tax, or from other sources, and to pay out the same only on the orders of the district

clerks of the several districts of his township, which order shall specify the object for which it is given, and which shall be signed by at least one other trustee beside said clerk, and shall be made payable to the order of, and be endorsed by the person entitled to receive it, and he shall, on the order of the township committee pay over any balance of school funds remaining in his hands, to his successor in office, and he shall procure a suitable book, in which he shall keep a separate account with each school district in his township, crediting each with the amounts apportioned to it by the county superintendent, and the amount raised by tax in the district, and charging each with the orders paid for said district, and he shall present his accounts to be examined and settled by the township committee at the close of the year, a copy of which settlement certified by the committee showing the amounts received, the amounts expended by him for school purposes during the year, (and the balance remaining in his hands,) he shall transmit said copy within ten days to the county superintendent, and another copy of the same he shall file with the clerk of the township, and as compensation for such service the township collector shall be entitled to receive three-fourths of one per centum on all school funds received and paid out by him for such purposes, during the year, to be paid by the township committee from the funds of the township.

79. *And be it enacted*, That not more than twenty dollars annually of the state or township school moneys received for any school district, shall be used for any other purpose than the payment of teachers' salaries.

DISTRICT SCHOOL TAX.

80. *And be it enacted*, That the legal voters of such district are hereby authorized and required to meet on the Tuesday of the week following the annual town meeting, for the purpose of determining what additional school tax, if any, shall be levied on the district; said meeting shall be held at some convenient public place within the district, and

notice thereof, setting forth the time, place and object of such meeting, shall be given by the district clerk, and set up in at least three public places within the district, ten days before the day of meeting; and the said inhabitants so met, shall have power, by the consent of two-thirds of those present, to authorize the trustees of said district to purchase land for school purposes, to build, enlarge, or repair a school house or school houses, and to borrow money therefor, or to sell or mortgage a school house or school houses, and to raise by taxation for these purposes, or to pay a debt of the district incurred for such purposes, and for the current expenses of the school or schools, such sum of money as two-thirds of the inhabitants so assembled shall agree to; and in case any money shall be ordered by a vote of two-thirds of said meeting, to be raised by taxation, the district clerk shall make out and sign a certificate thereof, under oath or affirmation, that the same is correct and true, and deliver the same to the assessor or assessors of the township or townships in which said district is situate, and to the county superintendent, which said assessor or assessors shall assess on the inhabitants of said school district and their estates, and the taxable property therein, in the same manner as township taxes are assessed, such sum of money as shall have been ordered to be raised by the said meeting, in the manner aforesaid; and said money shall be assessed, levied and collected at the time and in the manner that other township moneys are assessed, levied and collacted; and it shall be the duty of the collector or collectors of the township or townships in which said district is situate, to pay over all moneys by him or them received, which shall have been assessed by virtue of such a vote of a district meeting as aforesaid, on the order of the district clerk of said district, to be used for the purposes directed by the district meeting so held as aforesaid.

81. *And be it enacted,* That no teacher shall be permitted to inflict corporeal punishment upon any child in any school in this state.

82. *And be it enacted,* That all acts or parts of acts here-

tofore passed of a general character on the subject of public schools and of the Normal School and its appropriations are hereby repealed.

83. *And be it enacted*, That this act shall go into effect immediately.

Approved March 21, 1867.

Supplement, approved March 11, 1868.

1. That the sum of fourteen thousand eight hundred and seventy-four dollars and forty-seven cents be and the same is hereby appropriated to the school fund to pay said deficiency, [existing from 1867], out of any moneys in the treasury belonging to the state and not otherwise appropriated.

2. That it shall be the duty of the trustees of the school fund of this state, on or before the first Monday of April in every year, to appropriate out of the annual income for the support of the public schools the sum of thirty-five thousand dollars; and if the annual income of said fund shall not have been received in full, or shall be insufficient for that purpose, then the said trustees are hereby authorized and empowered to draw for any sum necessary to make up the deficiency, by warrant signed by the comptroller upon the treasurer of the state, who is directed to pay the same; which sum so drawn from the treasury aforesaid, shall be replaced by the annual income of said school fund so soon as the same shall be received.

3. That from the revenue of the state the sum of sixty-five thousand dollars per annum shall be appropriated, in addition to the sum of thirty-five thousand dollars from the annual income of the school fund, as mentioned in the preceding section of this act.

4. That the seventieth and seventy-first sections of the act to which this is a supplement, be and the same are hereby repealed, and that this act shall take effect immediately.

APPENDIX.

SCHOOLS AND TEACHERS.

HIGH SCHOOL.

Located in East Van Houten Street, between Church and Mansion, in the Fourth Ward.

Samuel C. Hosford, Principal. Frances A. Gilbert, Aggie E. Pelson, Assistants.

GRAMMAR AND PRIMARY SCHOOL NO. 1.

Located in the same building with the High School, as above.

Teachers.—Elizabeth Cox, Eliza M. Chiswell, Jennie Andrews, Ellen J. Glass, Emily Redman, M. M. Runyon, Martha Mason, Louisa English, Fanny Thompson, Ann Inglis, Maria M. Daggers, Elizabeth Wilson, Anna Glass.

GRAMMAR AND PRIMARY SCHOOL NO. 2.

Located in Ellison Street, between Main and Prospect, in the Sixth Ward.

Teachers.—Sarah J. Perry, E. E. Adams, Anna Tynan, Melissa Daggers, Nettie King, Louisa Fossett, Emma Welsh.

GRAMMAR AND PRIMARY SCHOOL NO. 3.

Located in Main Street, between Grand and Slater, in the Fifth Ward.

Teachers.—Henry A. Decker, Susie Danforth, L. H. Smith, L. Young, Sarah Blauvelt, Fanny Gould, Emily Perry, Jennie Seager, Kate Ray, Etta Heathcote, Annie Consaul, Carrie Condit, Sarah Atkinson.

GRAMMAR AND PRIMARY SCHOOL NO. 4.

Located in Temple Street, near Matlock, in the First Ward.

Teachers.—P. A. Youngblood, Marion D. Gall, M. L.

Crawford, Amelia Moore, Addie Morgan, Julia Munson, Emma Seager, M. Van Emburg, Maggie O'Neil, Maggie Smith.

GRAMMAR AND PRIMARY SCHOOL NO. 5.

Located in Sherman Avenue, near Sheridan, in the Second Ward.

Teachers.—Orestes M. Brands, Emma Burnett, Emily Dodd, Ann Vreeland, Agnes Wilson.

PRIMARY SCHOOL NO. 6.

Located in a building, rented for the purpose, in Straight Street, between Market and Willis, in the Fourth Ward.

Teachers.—Nancy Porritt, Matilda Miller, Sarah Porritt, Carrie Douglass.

PRIMARY SCHOOL NO. 7.

Located in a small building rented for the purpose, near Stony Road, in the Eighth Ward.

Teacher————

COLORED SCHOOL.

Located in Clinton Street, in the First Ward.

Teacher—Eliza M. Halsted.

TABLE OF STATISTICS

RELATING TO THE PUBLIC SCHOOLS OF THE CITY.

BUILDINGS.	LOCATION.	SIZE OF LOT.	SIZE OF BUILDING.	MATERIAL.	HEIGHT.	WHEN ERECTED.	PRESENT CONDITION	VALUE.	NO. TEACHERS.	TOTAL NO. PUPILS ENROLLED, 1867.	AV. ATTENDANCE.
High School.....	East Van Houten St.	100x100	46x80	Brick	Four Stories	1855	Good	$20,000	3	194	100
Grammar and Primary No. 1									13	1288	638
Grammar and Primary No. 2.	Ellison Street.	45x100	30x60	Wood	Two Stories	.....	Poor	10,000	7	605	462
Grammar and Primary No. 3.	Main Street.	110x125	46x80	Brick	Three Stories	1857	Good	20,000	12	1790	678
Grammar and Primary No. 4.	Temple Street.	100x108	46x80	Brick	Two Stories	1857	"	15,000	10	980	600
Grammar and Primary No. 5.	Sherman Avenue.	6 Lots	40x50	Wood	Two Stories	1866–7	"	5,000	4	202	155
Grammar and Primary No. 6.	Straight Street.	.....	.....	Wood	One Story	Leased	Poor	.....	4	539	272
Primary No. 7.....	Stony Road.	.....	.....	Wood	One Story	"	Good	.....	1	....	....
Colored School.....	Clinton Street.	50x100	30x40	Wood	Two Stories	.....	.....	1,200	1	65	38
								$71,200	55	5663	3123

1867. Expenses for Tuition, $16,940. Average cost per Pupil, $5.42.

*Total expenses,.....$29,913. General average cost per pupil,-$9.57.

*This includes sundry extraordinary expenses for erection and repairs.

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EXTRACTS FROM THE MINUTES OF THE BOARD.

At the annual meeting of the Board, held April 20, 1868, it was

Resolved, That a committee of three be appointed by the President to revise the By-Laws of the Board and the School Regulations, the committee to report as soon as practicable.

Messrs. William Nelson, Charles Inglis and James M. Baldwin were appointed such committee.

April 30th. The committee reported the revised By-Laws. It was ordered that the By-Laws be printed in octavo form, and that twenty copies of the committee's report be printed for the use of the members before acting thereon.

May 8th. The revised By-Laws were taken up, section by section, and adopted. It was ordered that one hundred and fifty copies be printed under the direction of the committee on revision.

May 28th. The committee on the revision of the School Regulations rendered a report, which was accepted and thirty copies ordered printed for the use of members and teachers. The committee was authorized to compile the provisions of the city charter relating to the Board of Education, and the State School Law, and have them printed with the By-Laws and School Regulations.

June 19th. The report on the revised School Regulations was taken up by sub-divisions and adopted.

July 30th. The committee reported that its work was perfected and the pamphlets containing the same printed and ready for use. The report was accepted and the committee discharged with the thanks of the Board.

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